

JOB TITLE: LIBRARY ASSISTANT II (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Library Director and Assistant Library Director and in accordance with City Code.

JOB SUMMARY: Performs technical library tasks in circulation, reference, acquisition, cataloging, and children's library work; oversees all aspects of library technology including web page development and maintenance, library operations software programs, equipment, staff and public training opportunities, policy related to technology, etc. Works with City web page development and provides technology training for City employees upon request. Supervises Library Assistant I's and Library Clerks when necessary or in absence of Library Director and Assistant Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative: Supervises work of Library Assistant I's and Library Clerks when necessary or in absence of Library Director and Assistant Library Director; enforces policies of Library Board and City of Seward; represents the Library on City, community and other groups as directed.

Technology: Creates and maintains library, city, and associated web pages; creates online registration for programs, develops online payment procedures, maintains online catalog; develops and conducts public technology classes for all ages; installs new computer programs; maintains OPAC stations and other equipment such as a scanner, digital camera, etc.; maintains public computer lab including necessary updates, assisting the city's technology support firm as needed; maintains filters and other security devices or procedures if required; troubleshoots computer problems; recommends new hardware and software purchases; recommends policy changes in area of technology; trains library and city staff on technology as needed.

Clerical: Maintains patron database; inventories library collection; researches genealogical requests.

Technical/Computing Services: Enters new materials on OCLC and/or in-house system; processes new materials; receives and responds to e-mail from patrons and staff members

Circulation: Starts and closes computer system for staff stations, OPACs, public computers; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); prints and checks overdues; collects fines.

Public Service: Maintains all aspects of Inter-Library Loan; offers reader's advisory services; offers patron assistance in house and over the phone; assists with public computers; assists with reference work using print and electronic resources; recommends titles for consideration; participates in special projects, schedules meeting room use

Marketing/promotion: responsible for all social media releases, creates posters for all library events, lays out monthly library newsletter and annual library report, other graphic design projects as needed.

Personnel/Training: Creates personal targets for performance evaluation as per City policy; records hours worked, tallies time sheets, tracks leave hours; attends staff meetings and in-service sessions; semiannually reviews City and Library Board Policy; attends workshops and classes to maintain state certification.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Clerical: Shelves all types of materials, shelf-reads and straightens; delivers mail, agendas, etc.

Technical/Computing Services: Mends all types of materials; creates spine labels

Public Service: Calls patrons for holds, overdue notices, other messages; creates and implements programs for children, young adults and adults.

Miscellaneous: Duties of Library Clerk and Library Assistant I not listed here; other duties as assigned.

SKILLS AND ABILITIES:

Physical Requirements: Ability to lift up to 40 pounds, ability to use step stools to stoop or kneel; ability to use phone and computers, microfilm reader, microfiche reader, cash register, calculator, etc.

Knowledge: Somewhat familiar with standard library practices, and organization reference tools

Skills: Ability to work well with the public; ability to supervise and lead other staff members when necessary; ability to learn, to follow directions, to work with or without direction; ability to keyboard accurately at 50 wpm; two to three years of experience with various computer programs and functions including but not limited to WordPress, Microsoft Office, Photoshop, and InDesign

Availability: Ability to work weekend and/or evening hours regularly, up to 40 per week and to substitute for co-workers when necessary

EXPERIENCE AND TRAINING: Graduation from High School and either two years of college with course work in library science or two years library work experience at Assistant I level or any equivalent combination of training and experience

(Updated August 2018)